

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
PROGRAM EVALUATION COMMITTEE**

**Thursday, August 22, 2013 – 3:00 P.M.**

**100 West Keenan Street, Rhinelander, Wisconsin**

**Members Present:** Bix, Gresser, Hammer, Kortenhof, Price

**Members Absent:** None

**Call to Order:** Chair Hammer called the meeting to order. Also present was Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

**Approval of the Agenda:** Kortenhof moved to approve the agenda with eight items; Price seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the March 19, 2013 Program Evaluation Committee Meeting:** Kortenhof moved to approve the minutes of the March 19, 2013 Program Evaluation Committee meeting; Gresser seconded. All Ayes. Motion Carried.

**Review of Marking Requests for Proposals:** Parkkila requested Requests for Proposals (RFPs) from Diverse Design Group, Art Di Martini, Kinziegreen, Elizabeth Erickson, Pilch & Barnet, and Geri Heppel. Proposals were received from Kinziegreen and Pilch & Barnet, and the Committee reviewed these proposals. It was decided to set up interviews with both firms. These interviews will be arranged by Parkkila for early September. Committee Members were asked to submit questions to Parkkila by Wednesday, August 28, 2013 so that a set of questions can be readied for the September meeting with the applicants.

**Future Agenda Items:** Interviews with Kinziegreen and Pilch & Barnet

**Set Next Program Evaluation Meeting Date & Place:** Friday, September 6, 2013 at 10:00 A.M. It will be in Eagle River.

**Adjournment:** With no further business, Bix moved to adjourn; Kortenhof seconded. All Ayes. The meeting was adjourned at 4:15 P.M.

**Handouts:** Minutes from the March 19, 2013 Program Evaluation Committee Meeting; Marketing Proposal Request; Pilch & Barnet Proposal; Kinziegreen Proposal